

This position is being advertised under both Merit Staffing and Delegated Examining Procedures.

TITLE, SERIES, GRADE: Paralegal Specialist (Corporate Fraud), GS-950-7/9

SALARY RANGE: GS-7: \$32,447 - \$42,177

GS-9: \$39,690 - \$51,599

Note: Salary ranges contain multiple steps. In most cases, the salary will be set at the beginning step of the grade level qualified.

TYPE OF APPOINTMENT: Permanent/Full-time.

PROMOTION POTENTIAL: GS-950-9.

VACANCY ANNOUNCEMENT NUMBER: 04-NDAL-02

OPENING DATE: 01/29/2004

CLOSING DATE: 02/12/2004

DUTY LOCATION(S): United States Attorney's Office, Birmingham, Alabama

NUMBER OF VACANCIES: One (1) position in the Criminal Division.

CONTACT: Jane M. Northcutt or Donzella L. Walton

Phone #: (205) 244-2001 TDD#: (205) 731-1032

Send application package to: United States Attorney's Office, 1801 4th Avenue North, Birmingham, AL 35203, Attn: Human Resources.

Applications must be received or postmarked by the closing date. Applications submitted using government postage, e-mail, internal Federal government mail systems, or facsimile will not be considered.

WHO MAY APPLY: Nationwide (All Sources), including well-qualified surplus and displaced Federal employees in the local commuting area.

DUTIES: Performs a variety of complex paralegal assignments requiring significant, specialized knowledge in the area of corporate fraud (e.g., securities fraud, accounting fraud, mail and wire fraud, money laundering, and other related financial crimes). Assignments include: conducting legal and factual research; collecting, analyzing and evaluating case related documents to identify pertinent material; identifies the need for and drafts a variety of legal documents (i.e., responses to motions and/or pleadings, exhibit and fact summaries, jury instructions, etc.); conducting limited investigations at the pre-trial stage, and providing a variety of automated litigation support assignments for assigned cases. Assignments include ensuring documents are organized for efficient automated storage and retrieval, preparing appropriate indices, defining data file search criteria, indexing/coding fields, and creating graphics (i.e., charts, diagrams, tables, graphs posters, photo boards, photographs and other audio/visual aids for courtroom presentation. Performs other duties as assigned.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. QUALIFICATION REQUIREMENTS - Applicants must meet the qualification requirements outlined in the United States Office of Personnel Management Qualification Standards Handbook for General Schedule Positions. As outlined in the Qualification Standards Handbook, equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable. The length and type of qualifying experience is described below: **GS-7:** One year (52 weeks) of specialized experience comparable to the GS-5 level in the federal service. Qualifying experience includes performing various paralegal duties involving reviewing documents to extract information related to specific issues; reviewing and summarizing information on case precedents and decisions; searching for and extracting legal references in libraries and computer data banks, and attending hearings or court appearances to become informed on the status of cases. **GS-9:** One year (52 weeks) of specialized experience comparable to the GS-7 level in the federal service. Qualifying experience includes conducting legal research and analysis including evaluating evidence; identifying and researching specific problems and summarizing findings; determining facts and legal issues and preparing drafts of a variety of legal documents, such as, pleading, motions, exhibit and fact summaries, etc; participating in interviews of potential witnesses and preparing summary interview reports; participating in pre-trial witness conferences and requesting further investigation, if needed, or conducting limited investigations; preparing summaries of testimony and/or depositions; and preparing and organizing trial exhibits.

Applicants applying under merit staffing procedures must meet all qualification requirements, including time-in-grade, no later than 30 days after the closing date and before placement in the position. Applicants applying under delegated examining procedures must meet all requirements by the closing date.

2. EVALUATION METHOD - Basically qualified applicants may be further evaluated to determine those who are best qualified. A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSA's) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks in relationship to the following KSA's.

A) Ability to analyze legal issues and conduct legal and factual research relating to the prosecution of corporate fraud investigations. (Describe your experience in performing legal research and the various types of databases or other sources used. Describe the types of legal issues you have analyzed and the results of your analysis.)

B) Knowledge of computerized databases in a legal environment in order to gather and organize extensive documentary evidence or other voluminous case related documents for highly complex cases. (Describe the types of evidentiary databases used along with the various functions performed.)

C) Knowledge of the investigative and litigation process including local federal court rules and procedures. (Describe your legal experience to include the tasks performed in preparation for or during trial. Discuss how you have used this knowledge in trial preparation.)

D) Ability to communicate orally. (Describe your experience in oral communications - specifically dealing with performing duties in a legal environment. Describe your audience and the type of information you were presenting. Give specific examples.)

E) Ability to develop and prepare legal correspondence, documents, and summaries of analysis. (Describe the types and complexity of legal documents developed and prepared.)

Applicants are encouraged to address their experience and/or education related to the KSA's described above. We suggest that you address each KSA separately in clear and concise paragraphs. **Failure to do so may result in a lower score in the evaluation process.**

3. HOW TO APPLY - This position is advertised concurrently under both Delegated Examining and Merit Staffing procedures. Qualified status applicants (current or former Federal employees) will be considered only under Merit Staffing procedures unless they submit TWO complete application packages.

Applicants must submit an Optional Application for Federal Employment (OF-612), **or** an Application for Federal Employment (SF-171), **or** a resume, **or** any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm> or through a self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Status applicants (current or former Federal employees) must also submit the following:

- A copy of a Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis.
- A copy of a performance appraisal issued within the last 12 months (current Federal employees only).

4. ICTAP AND/OR CTAP CANDIDATES - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; meets the established cut-off score of the crediting plan (half of the total amount of awardable points); and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection, and, a copy of an SF-50 showing their current position, grade level and promotion potential and duty location.

5. VETERAN'S PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference also must submit an

Application for 10-Point Veterans Preference (SF-15), a letter from the Veterans Administration dated within the last twelve (12) months certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation.

6. AGENCY REQUIREMENTS AND INFORMATION - If the position is advertised at more than one grade, indicate the grade level(s) for which you are applying. If not specified, you will be considered only for the highest grade qualified.

Payment of relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selected applicant will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Completion of a one-year probationary period may/may not be required.

Applicants are required to sign and submit the Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act (DOJ-555 located at the bottom of this announcement). The signing of this form authorizes the District to request a credit check. Failure to submit the DOJ-555 might preclude an applicant's employment consideration.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT - Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if you are eligible for a non-competitive appointment, such as those authorized for the severely disabled; certain veterans and disabled veterans; former ACTION volunteers; present and former Peace Corps personnel. Please indicate the type of special appointment you are seeking, if any, on your application. Appropriate documentation to support eligibility is required.

PRIVACY ACT PROTECTED INFORMATION
(When Completed)
United States Department of Justice
Disclosure and Authorization Pertaining to Consumer Reports
Pursuant to the Fair Credit Reporting Act

This is a release for the Department of Justice to obtain one or more consumer/credit reports about you in connection with your application for employment or in the course of your employment with the Department. One or more reports about you may be obtained for employment purposes, including evaluating your fitness for employment, promotion, reassignment, retention, or access to classified information.

I, _____, hereby authorize the Department of Justice to obtain such report(s) from any consumer/credit reporting agency for employment purposes.

Signature

Date

Social Security Number

Current Organization Assigned